

Career Opportunities



April 30, 2021

<u>Department</u>	<u>Location</u>	<u>Job. #</u>	<u>Job Title</u>	<u>Status</u>	<u># of Vac</u>	<u>E/NE</u>	<u>Salary</u>	<u>Job Opening Date</u>
Development & Construction	Honolulu	20-34	Architect I	FT	1	E	Salary	11/4/2020
Lānaʻi Estates	Lānaʻi	20-46	Housekeeper	FT	2	NE	Hourly	12/11/2020
Warehouse	Lānaʻi	21-06	Warehouse/ Delivery Person CDL	FT-T	1	NE	\$24.81	1/29/2021
Koele Retreat Landscaping	Lānaʻi	21-07	Landscape Worker I	FT	1	NE	\$15.48	2/5/2021*
Lānaʻi Air	Lānaʻi	21-08	Elite Greeter & Logistics Assistant	FT	1	NE	Hourly	2/5/2021
Finance	Honolulu	21-09	GL Accountant	FT	1	E	Salary	2/5/2021
Lānaʻi City Bar & Grille	Lānaʻi	21-12	Cook I	FT	1	NE	Hourly	2/12/2021
Koele Retreat Landscaping	Lānaʻi	21-15	Landscape Worker I	FT-T	1	NE	\$15.48	3/12/2021
Koele Retreat Landscaping	Lānaʻi	21-16	Landscape Worker I	FT	1	NE	\$15.48	3/12/2021*
Island Operations Landscaping	Lānaʻi	21-17	Landscape Worker I	FT-T	1	NE	\$15.48	3/12/2021
Resort Retail	Lānaʻi	21-19	Sales Associate	FT	1	NE	Hourly	3/18/2021
Security	Lānaʻi	21-21	Security Officer	C	1	NE	Hourly	3/25/2021
Conservation	Lānaʻi	21-23	Rural Fencing Manager	FT-T	1	E	Salary	4/9/2021
Hotel Lānaʻi	Lānaʻi	21-24	Hotel Housekeeper	PT	1	NE	Hourly	4/9/2021
Facilities	Lānaʻi	21-27	General Maintenance III	FT-T	1	NE	\$19.27	4/19/2021
Development & Construction	Lānaʻi	21-28	Logistics Assistant	C	1	NE	Hourly	4/30/2021

C= Casual T= Temporary FT= Full Time PT= Part Time

**All ILWU Vacancies expire five (5) days after Job Opening Date*

For immediate consideration please forward your applications at Human Resources - Central Services
Applications for posted positions with expired dates are still accepted however will be considered late.

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Job Summary For Job Vacancies posted April 30, 2021

Architect I

Number of Vacancy (ies): 1 Full-Time

Location: Honolulu

JOB RESPONSIBILITIES: Researches, plans, designs, and administers building projects for the Company, applying knowledge of design, construction procedures, zoning and building codes and building materials. Determines functional and spatial requirements of new structure or renovation, and prepares information regarding design specifications, materials, color, equipment estimated costs and construction time. Ability to manage a small team of architects across various projects and schedules.

JOB REQUIREMENTS: Bachelor's Degree in Architecture. Minimum 10-15 years of experience in residential, commercial, resort and retail architectural design and consultation. Must be proficient in Outlook, Word, Excel, AutoCAD and REVIT. Must have a State of Hawai'i Architect License. Must have a valid State of Hawai'i Driver's License. Requires excellent written and verbal communication and organizational skills. Requires relating to people in a friendly and professional manner. Requires working to established procedures and maintaining reliable work attendance. Requires verbal communication skills and ability to follow oral and written instructions. Able to think and make effective decisions quickly. Ability to create effective working relationships with employees. Must be able to maintain a positive attitude and work under pressure.

Housekeeper

Number of Vacancy (ies): 2 Full Time

Location: Lānaʻi City

JOB RESPONSIBILITIES: This position will be responsible for maintaining the highest quality cleaning services to ensure that principals' residence and all other estate properties meet the high standards of cleanliness possible. Maintain cleanliness in hallways and stairways in main residence and all properties. Dust all furniture and fixtures, clean and polish all mirrors, chrome and other hard surfaces using only approved cleaning products. Attend to assigned daily projects and complete them on a timely manner. Report all burnt out light bulbs and any suspicious activity and emergencies.

JOB REQUIREMENTS: Must have a high school degree or equivalent. Current State of Hawai'i Driver's License, preferred. Must have a minimum 1 year experience in related field. Must be a highly motivated self-starter with excellent interpersonal skills with the ability to inspire confidence and professionalism to customers. Must relate well with employees, vendors, and customers. Ability to be on call and participate in 24-hour radio/ phone rotations, which may result in additional compensation as required by law. Must be able to work flexible shifts of morning and evenings along with weekends and holidays. Must have good organizational skills and be able to prioritize and handle multiple tasks demonstrating good time management. Must be familiar with cleaning standards. Must be able to work independently or as part of a team. Must have high energy level and stamina along with the ability to exhibit attention to details. Must be able to lift and or move up to 50 lbs. of force occasionally and/ or 25 lbs. frequently and 10 lbs. constantly.

Landscape Worker I

Number of Vacancy (ies): 2 Full Time, 2 Full Time Temporary

Location: Lāna`i City

JOB RESPONSIBILITIES: Under limited supervision, performs various basic tasks in the upkeep of the beautification of parks and city area grounds. Works with various hand tools such as hand trowels, garden shears, handweeder, hedge trimmers, etc. Performs other work (lifting, picking up rubbish or debris, irrigation, etc.). Operates non-riding mowers, weed whacker and does general PVC irrigation pipe connections and repairs.

JOB REQUIREMENTS: Requires landscaping and/or grounds keeping experience, preferred. Must be able to regularly lift and/ or move up to 25 pounds and occasionally lift and/or move up to 50 pounds. Requires relating to people in a friendly and professional manner. Requires working to established procedures and maintaining reliable work attendance. Requires verbal communication skills and ability to follow oral and written instructions. Able to think and make effective decisions quickly. Ability to create effective working relationships with employees. Must be able to maintain a positive attitude and work under pressure

Warehouse/ Delivery Person (CDL)

Number of Vacancy(ies): 1 Full Time Temporary

Location: Lāna`i City

JOB RESPONSIBILITIES: Issues, delivers, stores, prices and rotates all incoming merchandise for Pūlama Lāna`i operations. Drives truck tractor, pulling semi and full trailer combination to haul material, equipment and miscellaneous freight between designated locations as instructed.

JOB REQUIREMENTS: Must have current State of Hawaii Driver's License with CDL "A" Endorsement. 1-2 years previous warehouse experience, preferred. Must have or be able to obtain a Transportation Worker Identification Credential (TWIC) to access Lāna`i's secured maritime facilities. Must have or be able to obtain a HazMat Endorsement. Requires relating to people in a friendly and professional manner. Requires working to established procedures and maintaining reliable work attendance. Requires verbal and written communication skills and ability to follow oral and written instructions. Able to think and make effective decisions quickly. Ability to create effective working relationships with employees. Must be able to maintain a positive attitude and work under pressure.

Elite Greeter & Logistics Assistant

Number of Vacancy (ies): 1 Full Time

Location: Lāna`i City

JOB RESPONSIBILITIES: The Elite Greeter and Logistics Assistant is the first contact that the Lāna'i Air guest meets when arriving at the Lāna'i Airport. This role handles all guest interactions with the highest level of hospitality and professionalism, noting special requests and sharing information with the logistics team to ensure that the guest has an exceptional experience. This role will assist with logistical services, including coordination of ground transportation and tracking of the guest's inbound flights into and within the State of Hawaii. This position will also participate in the ground service during the arrival and departure process as guest transitions between aircraft and transportation. This position may also be tasked with other logistical coordination with the Reservation Sales and Logistics team. The primary goal of this position to provide a consistent presence at the Lāna'i Airport and to support the overall efforts of Lāna'i Air in increasing occupancy for the Four Seasons Hotels on Lāna'i.

JOB REQUIREMENTS: Hospitality experience with a high end resort, highly recommended. One year of logistical coordination or airline operation experience, recommended. One year of clerical experience, recommended. Must be proficient in Outlook, Word, Excel, Internet and other applicable software. Requires proficiency and professionalism in writing emails to passengers and guests. Requires excellent written and verbal communication and organizational skills. Requires relating to people in a friendly and professional manner. Requires working to established procedures and maintaining reliable work attendance. Must be detail oriented. Must be able to multi-task and handle a variety of tasks at the same time. Must be able to problem solve and identify resources to use when faced with irregular operations. Must be flexible with schedule, including the ability to work within a 24/7 operation, including weekends (ie. Friday, Saturday, Sunday), holidays, and days off.

GL Accountant

Number of Vacancy (ies): 1 Full Time

Location: Lāna`i City or Honolulu

JOB RESPONSIBILITIES: Under direction and general supervision of the Assistant Controller, performs general accounting and accounts payable duties for all Lāna`i Island Holdings related companies. Focused duties on general accounting to maintain books and records and account reconciliations and accounts payable processing.

JOB REQUIREMENTS: Must have at least 5 years of experience as a general ledger Accountant with experience with accounts payable processes. AA Degree in Accounting, preferred. Must have a valid State of Hawaii Driver's License. Must be proficient in Outlook, Word, and Excel. Experience in electronic document management and accounts payable approval workflow, preferable. Requires excellent written and verbal communication and organizational skills and ability to follow oral and written instructions. Requires relating to people in a friendly and professional manner. Requires working to established procedures and maintaining reliable work attendance. Attention to accuracy and detailed oriented. Able to think and make effective decisions quickly. Ability to create effective working relationships with people. Must be able to maintain a positive attitude and work under pressure.

Cook I

Number of Vacancy (ies): 1 Full Time

Location: Lāna`i City

JOB RESPONSIBILITIES: Assists Chef with preparation of hot sauces, soups broths, stews, braised, sautéed and roasted meats, fish and poultry. Prepares cold meats and cooks vegetables. Assists with expediting food orders for the shift to include entire hot line, pantry and dessert stations. May prepare desserts, pastries, confections, and ice cream. Assists with cutting, trimming, and preparing specific portions of meats, fish, and fowl for various cooking methods. Makes individual cuts of meats, fish or fowl to specified size and weight.

JOB REQUIREMENTS: Must have at two to three years previous training and/or experience as a cook in a restaurant. Must have current TB Clearance. Requires relating to people in a friendly and professional manner. Requires working to established procedures and maintaining reliable work attendance. Attention to accuracy and detailed oriented. Able to think and make effective decisions quickly. Ability to create effective working relationships with people. Must be able to maintain a positive attitude and work under pressure.

Sales Associate

Number of Vacancy(ies): 1 Full Time

Location: Lānaʻi City

JOB RESPONSIBILITIES: Provides friendly, knowledgeable and prompt sales service to all guests and customers. Keeps abreast of in-stock levels, by size and color if appropriate and assists with replenishing of all merchandise and supply levels in the store. Performs daily cleaning and stocking of supplies throughout the store. Ensures all products are properly displayed in a neat and organized manner. Performs POS opening and closing procedures in keeping with company policies and procedures.

JOB REQUIREMENTS: Prior retail sales and electronic cash register experience, preferred. Requires relating to people in a friendly and professional manner. Requires working to established procedures and maintaining reliable work attendance. Able to think and make effective decisions quickly. Ability to create effective working relationships with people. Must be able to maintain a positive attitude and work under pressure. Must be able to regularly lift and/or move up to 25 pounds and occasionally lift and/or move up to 50 pounds.

Security

Number of Vacancy (ies): 1 Casual

Location: Lānaʻi City

JOB RESPONSIBILITIES: Maintains safe and secure environment by patrolling and monitoring premises to prevent and detect signs of suspicious or unusual activity. Investigates and reports hazards, unusual or suspicious circumstances. Responds to alarms, dispatched calls; decides what action to take based on the situation, facts known and position limitations.

JOB REQUIREMENTS: Two to three years previous experience as a Security Guard or in law enforcement, required. Must have a valid Hawaii State Guard Certification Card. Must have valid Hawaii Driver's License. Must have a current CPR/ First Aid Certification. Requires relating to people in a friendly and professional manner. Requires working to established procedures and maintaining reliable work attendance. Requires verbal communication skills and ability to follow oral and written instructions. Able to think and make effective decisions quickly. Ability to create effective working relationships with employees. Must be able to maintain a positive attitude and work under pressure.

Rural Fencing Manager

Number of Vacancy (ies): 1 Full Time Temporary (approximately 1 year)

Location: Lānaʻi City

JOB RESPONSIBILITIES: The manager of the Rural Fencing Crew is responsible for overseeing the Conservation Department's fencing program. This includes overseeing a staff of 3-6 people to complete fencing, irrigation, and other projects as assigned and ordering, maintaining, and training staff in the use of fencing materials and tools, and the techniques for installing fence. A successful candidate for this position will have previous experience installing a variety of fence type in Hawaii's unique terrain that includes unstable slopes, variable substrates including rock and scree.

JOB REQUIREMENTS: Must have high school diploma. A year of work experience in natural resource management and/ or some college coursework is preferred. Must be proficient in fencing techniques using a variety of materials (e.g. hog fence, panels, etc.), on a variety of terrain (e.g. clay soil, scree, rock, etc.), to exclude or constrain a variety of species (e.g. deer, sheep, cats, etc.). Must be proficient in tool and equipment use, training, and maintenance including chainsaws, pneumatic powered tools, light construction equipment (e.g., Dingo, Bobcat), and small engines. Must be proficient in Microsoft Office and email. Must have a strong safety ethic. Must be able to drive 4-wheel drive, ATV, and UTV vehicles on off-road conditions. Must be able to effectively, efficiently, and safely execute instructions and direction. Must have a strong communication and personnel management skills. Must have demonstrated ability to work successfully as a productive team member with people of diverse cultures, ages, and educational backgrounds. Knowledge and experience with Hawaiian language, culture, and/or natural resources, preferred; knowledge and experience with Lāna'i natural resources and people, preferred. Must be willing to work in remote field conditions and inclement weather. Must be willing to fly in and work around helicopters. Experience with external sling loading with light helicopters, preferred. Must possess (or be able to obtain) Wilderness First Responder and Red Cross First Aid Certification, State of Hawaii Driver's License, and external sling-load Training (light helicopter). Must be able to participate in other company-required trainings. Ability to hike over uneven terrain for 5-8 miles.

Hotel Housekeeper

Number of Vacancy (ies): 1 Part Time

Location: Lāna`i City

JOB RESPONSIBILITIES: Responsible for cleanliness of all hotel rooms and public areas of the hotel. Maintains assigned areas at the highest level of cleanliness, based on established standards. Collects laundry from various areas and sorts them for laundering at Four Seasons. Assist with performing light yard work around hotel grounds.

JOB REQUIREMENTS: Previous experience in hotel housekeeping, preferred. Requires relating to people in a friendly and professional manner. Requires working to established procedures and maintaining reliable work attendance. Requires verbal and written communication skills and ability to follow oral and written instructions. Able to think and make effective decisions quickly. Ability to create effective working relationships with employees. Must be able to maintain a positive attitude and work under pressure.

General Maintenance Specialist III

Number of Vacancy (ies): 1 Full Time

Location: Lāna`i City

JOB RESPONSIBILITIES: Performs all phases of the maintenances and repair trades (including, but not limited to carpentry, electrical, plumbing and painting). Assists with all types of general maintenance work including, but not limited to dismantling, installing, maintaining and repairing. Performs work with due regard to safety of self and fellow employees, and with proper care and protection of company property.

JOB REQUIREMENTS: Must possess a current State of Hawaii Driver's License. Requires relating to people in a friendly and professional manner. Requires excellent written and verbal communication and organizational skills. Requires relating to people in a friendly and professional manner. Requires working to established procedures and maintaining reliable work attendance. Requires verbal communication skills and ability to follow oral and written instructions. Able to think and make effective decisions quickly. Ability to create effective working relationships with employees. Must be able to maintain a positive attitude and work under pressure.

Logistics Assistant

Number of Vacancy (ies): 1 Casual

Location: Lāna`i City

JOB RESPONSIBILITIES: Responsible for assisting the Construction Logistics operation with delivery of meals and other services.

JOB REQUIREMENTS: Must have a current State of Hawaii Driver's license. Must have current TB clearance. Must be able to work flexible hours, split shifts, weekends and holidays. General knowledge of the Lāna`i residential locations, preferred. Knowledge in Outlook, Word and Excel, preferred. Requires relating to people in a friendly and professional manner. Requires working to established procedures and maintaining reliable work attendance. Requires verbal communication skills and ability to follow oral and written instructions. Ability to create effective working relationships with employees. Must be able to maintain a positive attitude and work under pressure. Must be organized and detail oriented.

For immediate consideration please go to <https://pulamalanai.com/#careers> to access our job application.

You may email your completed application to hr@pulamalanai.com, mail to P.O. Box 630310, Lāna'i City, HI 96763, ATTN: Human Resources or submit it in the secured black dropbox in front of our Central building at 1311 Fraser Avenue.